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Continued from page 1
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A SUMMARY OF NEGROES IN WHITE COLLAR EMPLOYMENT

COMMERCIAL BANKS, BALTIMORE METROPOLITAN AREA

There has been, since the involvement of the Community Relations Commission with the Commercial Banks in the Baltimore Metropolitan Area, and since the initiation of this survey and program, steady though slow progress in the opportunities afforded Negroes for employment.

September, 1965

In September of 1965 when the Community Relations Commission first surveyed the status of Negro employment in the Commercial Banks, Negroes constituted 5.7% of white collar employees; there were 225 Negroes reported in a total of 3,927 employees. There were no Negroes reported as Officers or as Administrative Assistants, although there were two Negro Administrative Trainees. All but nine (the two Administrative Trainees and seven employees in other training positions) of the 225 Negroes were employed as Tellers or in Office and Clerical capacities (Machine Operators, Stenographers, Junior Clerks, Senior Clerks, and Clerk Typists). Of a total of 579 Tellers reported by the Commercial Banks at that time, 52 were Negroes, constituting 8.9%. In Office and Clerical job classifications, the Negro involvement was somewhat lower, constituting 7.0% (164 of a total of 2,321) of the employees reported in this category. Eighty of the 164 were employed as Machine Operators.

March, 1966

By March of 1966, the total white collar employment in the Commercial Banks had increased from 3,927 to 4,302. At that time, Negroes constituted 6.5% of white collar employment (283 of the total of 4,302), and 19.1% of new hires were Negro. The percentage of Negro Office and Clerical workers had increased to 8.6% (205 of a total of 2,383). Ninety-nine of the 205 were employed as Machine Operators. However, the percentage of Negro Tellers had decreased to 8.8%, a slight drop from the 8.9% reported in Sept., 1965. It is significant that this decrease occurred despite the fact that during this six-month period the Teller work force increased from 579 to 808, and the actual number of Negro Tellers increased from 52 to 72.

March, 1967

The second report on Negro employment in the Commercial Banks was issued by the Commission in March of 1967. Negro involvement by that time had increased to 7.7% in white collar categories (353 of a total of 4,561 employees). There were still no Negroes reported as Officers by any of the banks; however, there were five Negroes reported as Administrative Assistants, comprising 0.9% of a total of 558 employees reported in this category; and, two of the 69 Administrative Trainees, constituting 2.9%, were Negro. The total number of employees in Office and Clerical positions was 2,413; of this number 260 were Negro, constituting 10.7%. As in previous

reports, the bulk of Negro Office and Clerical employees were in the Machine Operator category and numbered 120 of the 627 Machine Operators, 19.1%. Negro Tellers at that time constituted 9.1%, 84 of 924 employees reported in this classification.

December, 1968

The Commercial Banks have enjoyed considerable growth since September, 1965. Reports as of December 31, 1968 indicate that the seven banks now operate, in addition to their main offices, 159 branches, an increase from 122; and total white collar employment has grown from 3,927 to 5,356, a growth of 26.7%.

Negroes, as of this December, 1968 reporting, constitute 9.7% of the total white collar employment (521 of 5,356), and are being hired at the rate of 19.2%. Two of the banks now report (one each) Negro Officers, and these two constitute 0.3% of the 677 Officers reported by the banks. Of the 737 Administrative Assistants reported by the banks, 15 (employed by four banks) are Negro and constitute 2.0% of this category of employees. Of the 32 Administrative Assistants hired during this last reporting period, three (9.3%) are Negro. Administrative Trainees now number 103, and of these, five (4.8%) are Negro.

Seventy-five percent of the Negroes employed by the Commercial Banks are in various Office and Clerical capacities. In this combined classification Negroes now constitute 14.1% (391 of 2,757) of the work force, and 23.1% of the new hires in these capacities are

Negro (83 of 359). The greatest concentration of Negroes continues to be in the Machine Operator category where 27.3% (182 of 665) of the employees are Negro. Only 2% (6 of 294) of the Stenographers are Negro, and only 4.2% (23 of 546) of the Senior Clerks are Negro. Fourteen point one percent (153 of 1,010) of the Junior Clerks are Negro; 11.1% (27 of 242) of the Clerk-Typists are Negro.

One hundred, or 19.1%, of the 521 Negroes employed by the banks are employed as Tellers; however, these 100 Negro Tellers make up only 9.6% of the Teller work force of 1,032 employees. Furthermore, 96 of the 100 are employed by the four largest banks, and these four banks operate 150 of the 159 branches reported. The percentage of Negro Tellers, since September, 1965 has increased by only 0.7%, from 8.9% to 9.6%. It must be noted that during this same period, the number of Negroes in Office & Clerical classifications has more than doubled. It should also be noted that although the present rate of Negro new hires in all white collar categories is 19.2%, the rate of Teller new hires who are Negro is 14.6%.

It is significant that although 26.4%, of the total white collar employment of 5,356 reported by the Commercial Banks is branch employment, only 6.7% of the total branch employment is Negro (95 of 1,417). There are 95 Negroes assigned to branch locations, and of these, 84 are Tellers. However, although Negroes are substantially represented in Office and Clerical categories, they are almost totally assigned to main offices; of the 178 Office and Clerical

employees assigned to branches, only one is Negro. There are one Negro Officer and eight Negro Administrative Assistants assigned to branches. These statistics are probably reflective of the nature of branch operations, which are for the most part Teller operations. Generally, employees assigned to branch locations are Tellers, and to a lesser degree Officers and Administrative Assistants; 85% of the branch work force comes from these two categories of employment. Of the total of 1,414 Officers and Administrative Assistants, 310 are assigned to branches; of the total of 1032 Tellers, 906 are employed in branches. Branch employment, then, draws in great part from the Officers and Administrative Assistants classifications where the Negro representation is minimal, and from the Teller category, where the Negro representation is slightly lower than the general average of Negro employment, and where the hiring rate of Negroes is substantially less than the average Negro hiring rate. Therefore it should be expected that branch statistics will not reflect total Negro employment figures until such time as Negroes are increasingly represented among Tellers, Officers and Administrative Assistants.

Progress, obviously, has been painstakingly slow. It has been almost four years since efforts were initiated to increase Negro white collar employment in the Commercial Banks. In that time, employment of Negroes has increased by only 4.0%; and this in spite of the fact that total white collar employment has increased by 26.7%.

It is evident that there must be acceleration of this progress. The Banks must consider new avenues of recruitment and new approaches to training if the existing patterns of employment are to be changed. There must be affirmative action on the part of the Banks themselves; without such action, the possibility of substantial progress remains slight.

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SWR:mlg

NEGROES IN WHITE COLLAR EMPLOYMENT
COMMERCIAL BANKS, BALTIMORE METROPOLITAN AREA

JOB CLASSIFICATION	MARCH 31, 1967			DECEMBER 31, 1968		
	Total Employees	Negro Employees	Negroes as % of Total	Total Employees	Negro Employees	Negroes as % of Total
Officers	585	0	0.0%	677	2	0.3%
Administrative Assistants	558	5	0.9%	737	15	2.0%
Administrative Trainees	69	2	2.9%	103	5	4.8%
Other Trainees	12	2	16.7%	50	8	16%
Tellers	924	84	9.1%	1032	100	9.6%
* Machine Operators	627	120	19.1%	665	182	27.3%
* Stenographers	268	1	0.4%	294	6	2.0%
* Senior Clerks	512	20	3.9%	546	23	4.2%
* Junior Clerks	782	101	12.9%	1010	153	14.1%
* Clerk Typists	224	18	8.0%	242	27	11.1%
TOTALS	4,561	353	7.7%	5,356	521	9.7%
*Combined Office and Clerical	2,413	260	10.7%	2,757	391	14.1%

how many banks?

NEGROES IN WHITE COLLAR EMPLOYMENT
COMMERCIAL BANKS, BALTIMORE METROPOLITAN AREA

REPORTING PERIOD ENDING	COMBINED OFFICE & CLERICAL*			TELLERS			TOTAL WHITE COLLAR EMPLOYMENT			WHITE COLLAR HIRING FOR PERIOD		
	TOTAL	NEGRO	%	TOTAL	NEGRO	%	TOTAL	NEGRO	%	TOTAL	NEGRO	%
Sept. 30, 1965	2321	164	7.0	579	52	8.9	3927	225	5.7			
March 31, 1966	2383	205	8.6	808	72	8.8	4302	283	6.5	409	78	19.1
March 31, 1967	2413	260	10.7	924	84	9.1	4561	353	7.7	504	82	16.3
Dec. 31, 1968	2757	391	14.1	1032	100	9.6	5356	521	9.7	545	105	19.2

*Stenographers, Machine Operators, Junior Clerks, Senior Clerks, Clerk Typists

Why?

NEGROES IN WHITE COLLAR EMPLOYMENT

COMMERCIAL BANKS, BALTIMORE METROPOLITAN AREA

JOB CLASSIFICATION	MAIN OFFICES		BRANCHES	
	TOTAL	NEGRO	TOTAL	NEGRO
Officers	549	1	128	1
Administrative Assistants	555	7	182	8
Administrative Trainees	102	5	1	0
Other Trainees	28	7	22	1
Tellers	126	16	906	84
Office and Clerical	2579	390	178	1
TOTALS	3939	426	1417	95